MARYLAND

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Don't want to call?
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ADPICS 2006 Archive Purge

DBM has scheduled the ADPICS Archive/Purge Process for Saturday, March 4, 2006.

This process will purge all Blanket Purchase Orders, Direct Purchase Orders and Purchase Order documents and document families, which include (invoices, vouchers, requisitions, change orders, issues, job tickets...etc) prior to the year 2001 (2000 and less) that have had no activity since before the year 2001.

Agencies are encouraged to run the ADPICS 990 report to view the Blanket Purchase Orders (BPO), Direct Purchase orders (DPO), and Purchase Orders (PO) that will be purged during the Annual Purge process.

Please contact the ASM Service Desk (410-260-7778) if you have any questions.

ADPICS Information Session

As most of you are aware, there will be an ADPICS Information Session on March 8 at the MDOT Headquarters in Hanover. Four topics will be covered in separate rooms, three times during the day. Each of these topics will be 45-minute sessions. Participants may attend **three** of the **four** topics offered. There is no charge for these sessions. See our website for additional information. If you haven't registered yet, please do so, as many of these sessions are already full. You can link directly to our website by clicking the link below.

http://www.dbm.state.md.us/fmis/asmtraining/asmTrainingIndex.htm

New Screen in ADPICS

PCHL 1210 (Vendor Address Mail Code Inquiry) has been created and is now in the production region. It allows the user to view and select all of a vendor's corresponding mail codes. It includes the related mail code numbers along with a partial description of alternative vendor names and addresses. Processing time is expedited by displaying all the mail codes on one screen. Changes were made to the PCHL 1200 (Vendor Table Inquiry) screen to allow easy access to the PCHL 1210 screen by hitting the F4-1210 key.

From the PCHL 1200 screen the user may select a mail code by placing an 'S' in the selection indicator field in-front of the appropriate mail code, then press F2 to be taken to the PCHL 5150 (Vendor Address Table Maintenance) screen to review the complete vendor name/address for the selected mail code. Once the appropriate mail code has been determined, place an 'S' in the selection indicator field and press F6-RETURN to return and populate the selected mail code into your document (Requisition Header PCHL 2100, Direct Purchase Order Writing PCHL 2360, Purchase Order Contract Writing PCHL 2340 or Blanket Purchase Order Writing PCHL 2342 screens).

It should be noted that this screen does not show if a vendor mail code is active in RSTARS.

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PCHL1210 V4.1 MD PRD    ADVANCED PURCHASING/INVENTORY   02/21/2006  11:00 AM
LINK TO:               VENDOR ADDRESS MAIL CODE INQUIRY

VENDOR NO.: 1526002033    VENDOR NAME: STATE OF MARYLAND
S MC  ALTERNATE VENDOR NAME   SALES ADDRESS LINE 01   CITY        ST ZIP
  AAA DEPT OF LICENSING & REG 501 ST PAUL PL 10TH FL  BALTIMORE   MD 21202
  AAB MARYLAND DEPARTMENT ECO OTD BULK ORDER DEPARTME BALTIMORE   MD 21202
  AAC BALTIMORE CITY COMMUNIT HARBOR CAMPUS           BALTIMORE   MD 21202
  AAD STATE USE INDUSTRIES    STATE USE INDUSTRIES    BALTIMORE   MD 21203
  AAE STATE HIGHWAY ADMINISTR BOX 1636                BALTIMORE   MD 21203
  AAF UNIVERSITY OF MARYLAND  P O BOX 41427           BALTIMORE   MD 21203
  AAG UNIVERSITY OF MARYLAND  P O BOX 17108           BALTIMORE   MD 21203
  AAH BALTIMORE COUNTY DEPART 620 YORK ROAD           TOWSON      MD 21204
  AAI TOWSON STATE UNIVERSITY FINANCIAL OPERATIONS #3 TOWSON      MD 21204
  AAJ TOWSON STATE UNIVERSITY FINANCE OFFICE          TOWSON      MD 21204
  AAK TOWSON STATE UNIVERSITY SPEECH-LANG-HEARING CLN TOWSON      MD 21204
  AAL TOWSON STATE UNIVERSITY BOOK SHOP               TOWSON      MD 21204
  AAM TOWSON UNIVERSITY       TOWSON UNIVERSITY EVENT TOWSON      MD 21252
  AAN TOWSON STATE STUDENT DA LIDA LEE TALL BUILDING  TOWSON      MD 21204
  AAO TOWSON STATE UNIVERSITY COLLEGE OF EDUCATION    TOWSON      MD 21204


 F1-HELP  F2-5150  F4-1200  F6-RETURN  F7-PREV  F8-NEXT  F9-LINK
 ENTER-INQUIRE  CLEAR-EXIT
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YEC Approaching Fast

It is NOT to early too start thinking about cleaning up encumbrances and pre-encumbrances - ADPICS 210 & 212 reports and comparing them to the Open Encumbrance/Pre-encumbrance report - DAFRD100. The more preparation you can do before hand the better off you will be once the close process is in motion. Be proactive.... Start now.

Upcoming Meetings

The next **PUG** meeting (Procurement User's Group) will be held on April 4, 2005 at 1:30 at MDOT HQ Testing and Training Conference room located at 7201 Corporate Center Drive, Hanover, MD. This is a good meeting to attend if you have changes you would like to suggest to be made to the ADPICS system. This is also a good way to exchange information with others working on the system. You can call the Service Desk and we will email you the driving directions.

The next **ADPICS Committee Meeting** will be held March 14, 2006 beginning at 9:00 at 7005 Aviation Blvd in Glen Burnie, MD. You can call the Service Desk and we will email you the driving directions.

Minutes from these meetings can be viewed on the our BBS under the heading 'ADPICS MEETING MINUTES.'